

'15-'18 Term

Elizabeth (Liz) Miller-Coleman, CHAIR
Robin A Schenkel, SECRETARY
Peter Bryan
Mary Jo McNulty
Traci Mindler
Jennifer Topp

'16-'19 Term

Ellen Liebenow, VICE CHAIR/TREASURER
Deborah Henritzy
Liz Hill
Ellen Zimmer Lewis
Christopher Ottey
Marlene Vant Hoogt
Michael Weaver

'17-'20 Term

Donna Clearie
Andrea Deimel
Christina Finley
Jessica Manno
Timothy Palumbo
Casey Petroski
Susan Szilagyi

Judy Zavalydriga, EX-OFFICIO - Human Resources Representative
Vacant, EX-OFFICIO – 2016/2017 ERAC Chair

MINUTES
EMPLOYEE RELATIONS ADVISORY COMMITTEE MEETING
Wednesday, March 14, 2018
10:00am-12:00pm / UC Room 303

ATTENDANCE:

Robin Schenkel, Traci Mindler, Jennifer Topp, Ellen Liebenow, Deborah Henritzy, Liz Hill, Christopher Ottey, Marlene Vant Hoogt, Michael Weaver, Donna Clearie, Casey Petroski, Judy Zavalydriga

1. Opening
 - Vice Chair Ellen Liebenow called the Wednesday, March 14, 2018 session of the Employee Relations Advisory Committee to order at 10:05am.
2. Approval of February 2018 Minutes
 - Motion was made by Traci to approve the minutes
 - 2nd motion was made by Debbie
3. Approval of Treasurer's Report
 - Current Balance as of today = \$1,705.60
 - Expenditures came through from February's K@Noon and Women's Basketball Event
 - Expenses not yet posted – Promotional items i.e. lanyards, phone holders, and mugs
 - Motion was made by Mike to approve the Treasurer's Report
 - 2nd Motion was made by Debbie
4. Sub-committee's and Working Group Reports
 - a. Executive Committee: 2018-2019 Vice President and Secretary Positions
 - i. Anyone from '17-'20 Term would be eligible for the Vice President's position. You would serve as Vice President in '18-'19 and President in '19-'20. Please email Liz and Ellen if you are interested.
 - ii. Anyone from either '16-'19 or '17-'20 Term is eligible.
 - Marlene has volunteered to fill the position. If anyone else is interested, please email Liz and Ellen.
 - b. Bylaws Committee
 - o Nothing to report at this time.

- c. Campus Climate/Membership/Awards Committee
 - No meeting to date.
 - Mary Jo is currently out for a short term.
 - Mike will research out to Mary Jo for an update.
- d. Communications/Events Committee
 - February K@Noon: Ilhan Citak's presentation on the History of Lehigh was well attended and very informational. The Brown and White did a nice profile on Ilhan and the event.
 - Other comments: The B&W article did have several errors and ERAC should have been contacted for confirmation purposes.
 - Faculty/Staff Appreciation Night was a huge success. Susan received several compliments that night and an email the following day from a staff member who had never attended a basketball game. His toddler son had a great time.
 - March 16 K@Noon: Classroom Technology – Visualization Lab – EWFM 370D
 - April 18 K@Noon: Community and Regional Affairs – Lehigh in the South Side Community.
 - Issue: REACH has their program the same date and time. Traci will check with Andriene Washington to see if she would be available another day that same week.
 - May 8 K@Noon: Gardening for Birds and Butterflies – Linderman 200
- e. REACH/Liaison Committee
 - Lunch w/President Simon today @ Noon
 - March event with Community Service was cancelled due to the snow day. Will not be rescheduled.
 - April the group meets with Development and Alumni Relations
- f. CEC Working Group
 - Working on the official communication that will go out to the campus regarding the Climate Survey.
 - Donald Outing looking at the structure of CEC, who we are, what is the vision etc...
- g. Parking Appeals Working Group
 - The Lot at Packer and Brodhead is now closed and construction has started.
 - Some concerns with the Flat Iron Staff parking, but so far no issues with the change.
 - Discussion regarding the rumors around campus – cost is going up, forced to park at Mountaintop, concerns it's going to happen without notice. Nothing has been decided or confirmed to date. It was 22 years ago staff started paying for parking permits. Currently the study did include benchmarking with other Colleges and Universities. Per Mike, they would never start something in the middle of the fiscal year, so it wouldn't be before middle of summer/July 1. Full plan will not happen immediately, it will be more of a gradual process. Parking Services does not have any authority over the decision making, it's Senior Leadership that will be making the final decisions.
 - Sara and Brent are scheduling visits around campus once again to provide updates. Would like to meet with ERAC again, already reached out to CEC.

5. Continuation of Action Items from previous meetings:

- a. Time off between Christmas and New Year's
 - Ellen shared with the group, information in a handout she received from the Controller's Office last month, which was also sent to everyone by email. Ellen will follow up with the Controller's Office regarding a report for the October timeframe.
- b. 2nd Phantoms Game – Friday, April 13th, 2018
 - Another email was sent out. Ellen asked the group to share with colleagues, only a few tickets have been requested.

- c. Staff Development Day – Wednesday, May 23rd, 2018
 - Waiting to hear back from Pat Johnson to see if she had a chance to share this program with Senior Leadership. Asking for their support and to encourage attendance.
 - Save the Date will be sent to Printing Services shortly. They will be mailing to all departments around campus. Please share with colleagues.
 - 10 presenters are confirmed to date. We will be able to host up to 16 sessions.
 - Other presenters are confirmed, just waiting on topics.
 - We have four rooms reserved for the 10:00-2:00 time frame. They will be 45 minute sessions, giving time for people to get to another session and network between sessions.
 - Rooms have been reserved in both Williams and the UC. Need to confirm one or the other.
 - Question was raised about RSVP's. Not for individual sessions but overall, we will ask to RSVP in our communications to campus.
 - Question regarding deadline for presenters and resource tables. We don't really have a deadline set at this point. For presenters, we are looking for six additional topics. If anyone knows of a particular group/department etc., please feel to reach out to them and ask if they would be interested in setting up a table at the event.
 - Liz H asked if the Center for Gender Equity was asked to set up a table. Ellen responded, not as of yet; however, Ellen asked Liz H to please do so on behalf of the group.
 - Ideas regarding food: Pat Johnson indicated we need to feed people. Ideas from group - bagged lunches, separate trays to keep cost down, there is a Kitchen in Williams.
- d. Spring Community Service Project Opportunity
 - Tabled for next meeting. Getting late in the semester to really get involved but Traci will follow up with Andriene Washington and report back to our group next month.

6. New Business:

- Zoom: Marlene suggested offering individual's the option to participate to our monthly meetings by Zoom.
 - Everyone has access to the basic account which is a 45 minute time frame. Can contact LTS for an upgrade.
 - Might be hard for those who don't have private offices. You would need to set up in a conference area or get permission from a supervisor to participate by Zoom.
 - Ellen suggested one of the committee's trying it for their meeting and report back to the group.

7. Meeting Adjourned at 10:56am

- Motion was made to adjourn the meeting by Jen
- 2nd Motion was made by Mike

Respectfully submitted,
Robin A. Schenkel
2017-2018 ERAC Secretary